

INFORMATION/INSTRUCTIONS FOR APPLICANTS FOR
EXAMINATION AS CLINICAL LABORATORY SCIENTISTS & SPECIALISTS
*Applicants are encouraged to apply online: visit the LFS home page for links and
instructions at www.dhs.ca.gov/lfs*

To avoid delays in processing your application, please note the following information and instructions.

You must submit: Application and fee first, then request college/university transcripts and verification of training/experience to be sent to
Attn. CLS, Laboratory Field Services (LFS)
850 Marina Bay Parkway, Bldg. P. First Floor
Richmond, CA 94804

[a] Each application is a separate and legal document and must be completed in full. Please allow at least 10 weeks for processing of your application. The processing time is based upon receipt of the fully completed application and all of the official documents, including transcripts, and verification of training/experience. Missing documents will cause a delay in the evaluation of the application to sit for a specific examination on a specific date.

[b] The California state-administered examination for licensure is conducted only in California. Out of state applicants must come to California to take this examination. Out of country applicants must obtain a visa to come to California to take the examination. An out of country applicant is advised not to submit an application unless s/he can obtain a visa. Laboratory Field Services (LFS) cannot assist or recommend an applicant to the Department of Homeland Security (DHS) to obtain the necessary visa. The approval by LFS for an applicant to take the examination is not a recommendation to the DHS for the issuance of a visa.

[c] The American Society for Clinical Pathologists (ASCP) and the American Association of Bioanalysts (AAB) Boards of Registry examinations for medical technologists (clinical laboratory scientists) are approved for licensure purposes in California. This means that applicants will have the option of taking the state-administered examination for CLS or taking the ASCP or AAB examination. In either case, the applicants must apply to LFS, pay an application fee, and document their education and training. Applicants may choose to take either the ASCP, the AAB, or the state-administered examination. Approval of the ASCP examination has a 4-year look back as of October 1, 2006. The AAB examination has a 4-year look back as of January 1, 2007. That means that applicants who have passed the certifying agency's examination during the approved previous 4 year period may substitute that examination for the state-administered examination in their application for California licensure. For the scientist categories of histocompatibility, cytogeneticist, and molecular biologist, no state administered examination is available. Instead, a specific certifying organization examination is required.

[d] To review the legal qualifications and requirements for CLS licensures, please visit www.calregs.com Title 17 California Code of Regulations (CCR), Sections 1031 for Specialty/Limited scientist licenses; 1032 for CLS Generalist; 1031.4 (c) (2) for the social security number of the applicant. (The requirement to provide the social security number (SSN) is mandated in Section 1224 of the Business and Professions Code, in Section 100275 of the Health and Safety Code, and in Section 17520 of the Family Code.) The social security number is used only for purposes of identification.

[e] The application fee is paid to the California State Department of Health Services and *is not refundable in whole or in part*. An application submitted without a fee will not be processed. The fee and application are valid for one examination cycle only. If the required document(s) necessary to process your application are not available or received by Laboratory Field Services (LFS), your application may be considered abandoned as provided for in the California Code of Regulations, Title 17, Section 1031.4.

[f] All documents must be sent directly to Laboratory Field Services (LFS), Attn. CLS. Transcripts and/or verification of training/experience must be sent by the college/university registrar, hospital or laboratory director to LFS Attn. CLS in the following format to verify:

- Dates of training/experience
- Number of hours per week of clinical laboratory rotation in all sections of the clinical laboratory.
- Brief description of procedures performed

Documents, other than the application for license, that are sent by an applicant will not be accepted. If you are an applicant whose education and training/experience is from a non-US college, university or clinical laboratory, please make sure that your name is printed in English on all your transcripts and supporting documents and matches your name as it appears on the application. Also, it will help us to match your documents if you ask your school and training coordinator/employer to put your reference number (unique identifier) on all your documents.

[g] A request to reschedule the state administered examination, after the evaluation of the application has been completed and approved, will be denied. The applicant must be prepared to take the examination for which s/he has been scheduled. However, an applicant who does not appear to take a scheduled examination will not be considered a failee and will be eligible to take the next immediate examination after the applicant submits a new application and fee. When corresponding with LFS, the applicant must use the exact last name and first name that appeared on the previously submitted application form.

[h] An applicant who has failed the state administered written examination one time is eligible to take the next examination. An applicant who has failed the state administered written examination twice must wait one year before retaking the state administered examination. An applicant who has failed the state administered examination three times or more must wait two years before retaking a state administered examination. (Section 1262.5 Business and Professions Code (B&PC) www.ca.leginfo.com) Official documents received with initial applications will be retained for three years. Applicants who reapply after three years will be required to resubmit official transcripts and other required documents

[i] Experts of clinical laboratory professionals in California review examination questions. The California state-administered examination questions are of the multiple choice type with four choices for each question but only one correct answer. Subjects covered in the Clinical Laboratory Scientist generalist licensing examination are as follows: Clinical Chemistry, Immunohematology (blood banking), Hematology, Urinalysis, Parasitology, Serology, Bacteriology, Virology, Mycology, Quality Assurance, Safety/Specimen Collection/Phlebotomy and California law. There are 200 examination questions for generalist CLS examination and 125 questions for each of Limited/Specialty CLS examinations. Total time allowed for the generalist examination is 3 1/2 hours and 3 hours for the limited scientist examination. California law questions are included in the examination and will be drawn from the law excerpts furnished with the application packet.

[j] The California state administered examination answer sheets are machine corrected by a professional examination service. Many safeguards are incorporated into the system to assure reliability of this process. Any examination score that is three points or less from the passing score is automatically hand checked by the examination service personnel; therefore, a request to recount a score is not honored. The passing score for Clinical Laboratory Scientist generalist is 60% or 120 correct answers and for the Limited Scientist examination it is 60% or 75 correct answers.

[k] LFS does not provide pre-examination seminars and/or study materials for the examination. If an applicant would like assistance in preparing for the examination, it is the applicant's responsibility to contact associations/organizations for information regarding review seminars. Contact organizations are, but not limited to, the California Association for Medical Laboratory Technology (CAMLT) www.camlt.org 1895 Mowry Avenue, Suite 112, Fremont, CA 94538; Tel. (510) 792- 4441; the Philippine Association of Medical Technologists-USA (PAMET) www.pamet.org, 1466 Washo Drive, Fremont, CA 94539; Tel. (510) 657-7362.

[l] For information about pertinent laws and regulations, please review the following websites: www.leginfo.ca.gov California Law; Business and Professions Code, Chapter 3; Clinical Laboratory Technology and Healing Arts, Sections 1261 and 1262. www.calregs.com Title 17 California Code of Regulations (CCR) sections 1031-1032; 1031.4

[m] The processing time is based upon receipt of the fully completed application and official documents, including transcripts, verification of training experience
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